

27 MAY 1959

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18 May 1959

OFFICE OF PERSONNEL MEMORANDUM NO. 20-370-8

SUBJECT: Processing of Completed Fitness Reports

RESCISSION: OPM 20-370-7 (55-56), dated 28 September 1956, Subject:
Initiation and Processing of Fitness Reports

1. The Office of Personnel is responsible for preparing and disseminating advance rosters of Fitness Report due dates for Staff Employees and Staff Agents and providing for systematic review and filing of completed reports. This memorandum outlines the responsibilities and prescribes the processing of completed fitness reports.

2. The instruction sheet attached to the Fitness Report form establishes the schedules for the submission of Fitness Reports for personnel holding GS grades; outlines the types of reports and distribution of completed forms; and, also states that an evaluation in memorandum form may be used for personnel of GS-14 and above. The schedules for submission of fitness reports on wage administration employees will be determined by the Director of Personnel and the Chief of the Operating Office concerned.

3. Responsibilities and Procedures

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a. The Records and Services Division (RSD) will obtain and distribute initial and annual Fitness Report due date rosters in triplicate by career service and organization assignment for Staff Employees and Staff Agents in headquarters, [REDACTED] and the foreign field. The rosters will be forwarded to Heads of Career Services and to Administrative or Personnel Officers of Operating Components prior to the 16th calendar day of the month preceding that in which the reporting period ends.

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b. RSD will also forward two copies of each:

- (1) Clandestine Services Career Service (CSCS) Roster to the Chief, Clandestine Services Personnel Division (CSPD).

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(2) CSCS, DD/I, and DD/S Career Service Roster to the Chief, Personnel Operations Division (POD).

c. Upon receipt by the RSD Mail Room (Curie Hall or I Building) of completed Fitness Reports each will be date stamped. Those for personnel in grades GS-15 and below will be forwarded to the POD Control Clerk. Those for personnel in grades GS-16 and above will be forwarded to the Office of the Director of Personnel (OD/Pers).

d. The Control Clerk will return any Fitness Reports that are incomplete to the appropriate Career Service and post receipt of each completed Fitness Report to the Fitness Report Roster. (Receipt of reports for personnel in grades above GS-15 will be reported to the appropriate Control Clerk by the OD/Pers.) Completed reports, except for personnel in grades GS-16 and above, will be given to the Special Assistant, POD (SA/POD).

e. The SA/POD will review Fitness Reports and will systematically call to the attention of the Director of Personnel and the appropriate Personnel Representative, those individuals whose reports reflect outstanding performance or potential. Those individuals whose reports reflect substandard performance or conduct will be promptly called to the attention of the Director of Personnel, Special Assistant to the Director of Personnel (SA/D/Pers), and the appropriate Personnel Representative. Upon completion of the review, the Fitness Reports will be forwarded to the appropriate File Room (Curie Hall or I Building) for inclusion in the individual's Official Personnel Folder.

f. The Control Clerk will prepare and forward to Chief, POD, lists of delinquent reports not received by the 30th day following the date due in the Office of Personnel (CSPD, POD).

g. The Chief, POD, will consolidate the lists of delinquent reports according to component of assignment. The lists of those Staff Employees or Staff Agents in DD/P will be sent to the CSPD for follow-up. The lists of those Staff Employees or Staff Agents in DD/I and DD/S will be sent to the Operating Component concerned for follow-up.


Acting Director of Personnel

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